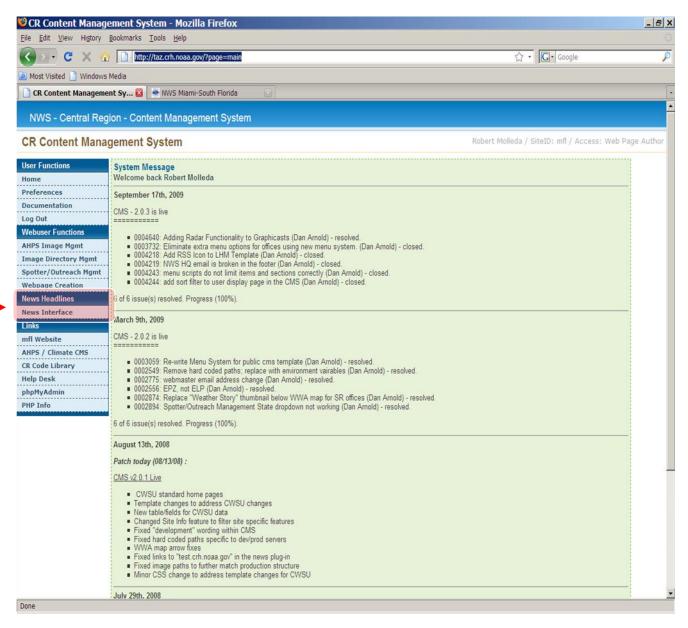
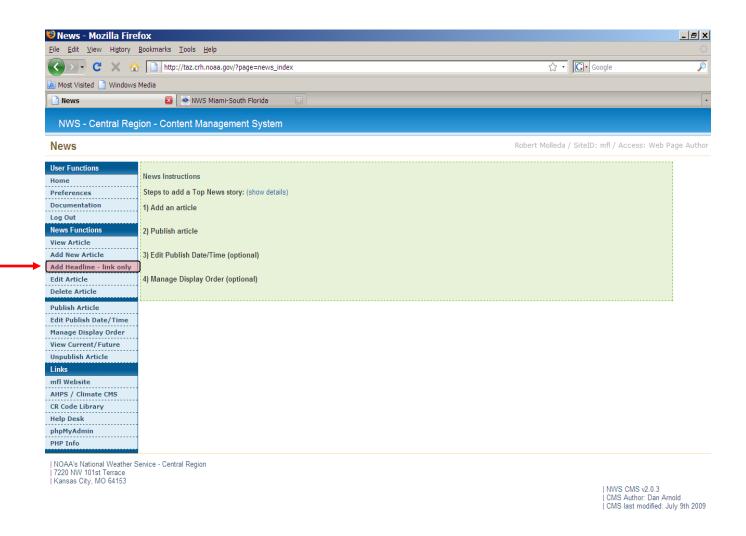
Adding Headlines and Modifying Web Content Using the Content Management System (CMS)

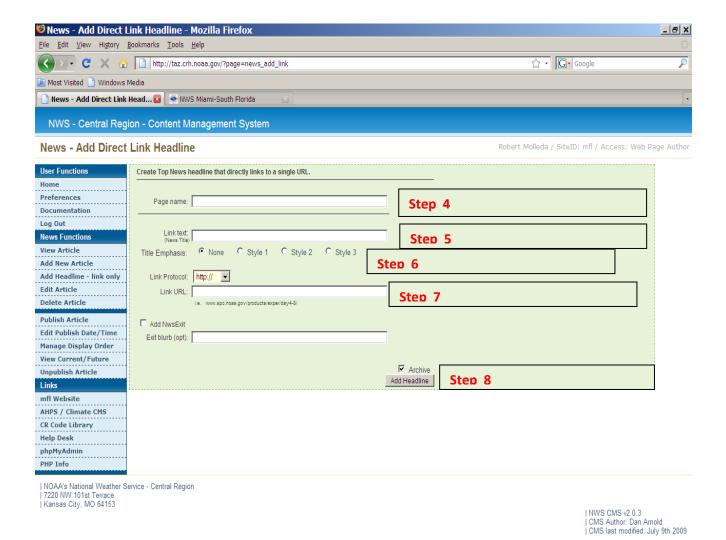
1. Go to CMS main page: http://taz.crh.noaa.gov/?page=main



2. Under News Headlines, click on News Interface as indicated above.

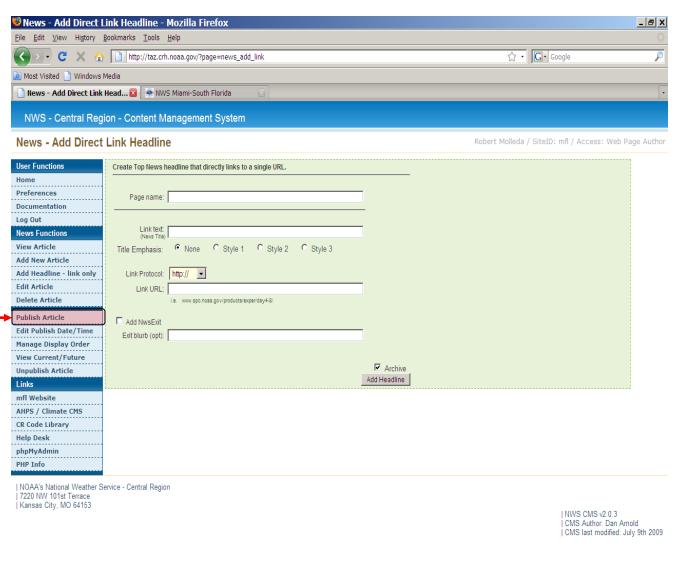


3. Under News Functions, select *Add Headline – link only* as indicated above.



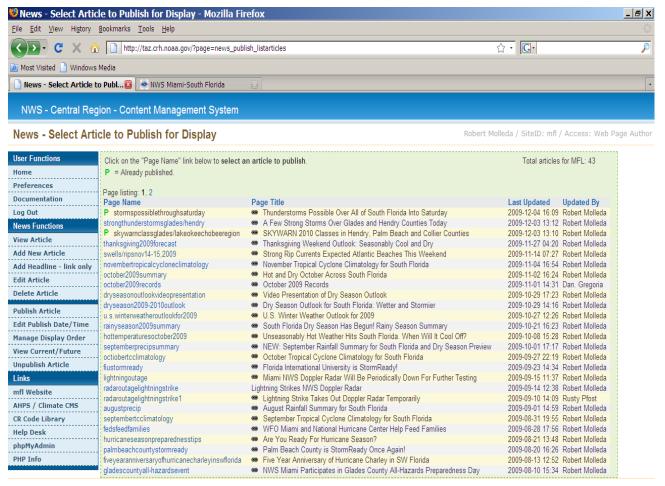
- **4.** Starting at the top of the page:
 - For *Page Name*, enter a generic title. This will NOT be what is displayed on the web site. It is for reference when you publish the headline.
- **5.** For *Link Text*, enter the title of the headline you want displayed on the web. Be as concise as possible. I recommend not using ALL CAPS for the entire headline, except for emphasizing a part of the title such as UPDATE or BREAKING.
- **6.** For *Title Emphasis* you have four choices: None, Style 1, Style 2 and Style 3. These choices determine the color of your headline. None gives you blue, Style 1 is red, Style 2 is green and Style 3 is magenta. I normally use red for hazardous weather headlines and blue for informational headlines such as SKYWARN classes.

- 7. For Link URL, paste a URL into the box. Normally we use http:// for link protocol since we typically either link to an existing web page or to a page we've created (see step 15 on how to create a Word/PDF document and include/link its URL to the headline).
- **8.** Once you're satisfied with steps 4-7, go to the bottom of the page and press the *Add Headline* button. NOTE: I have not experimented with the Add NWSexit function. This is to alert users that they will be leaving the NWS site and going to a non-NWS page. You do not have to select this option.



9. Now you're ready to publish. On the left hand menu, select Publish Article.

Done

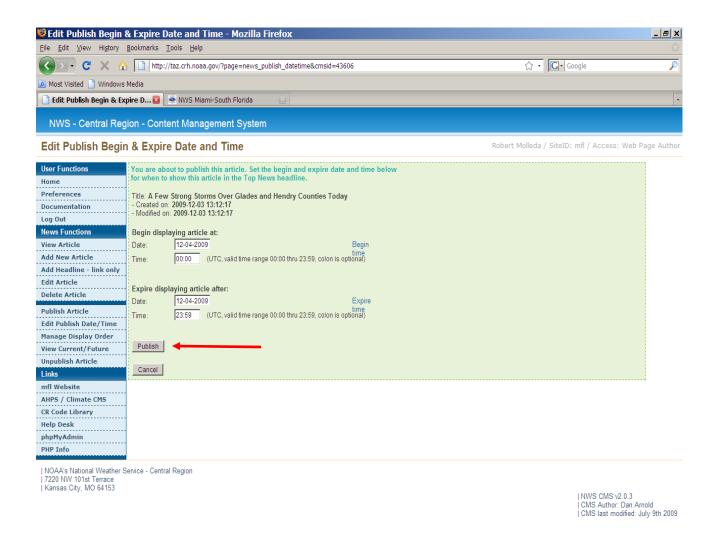


| NOAA's National Weather Service - Central Region | 7220 NW 101st Terrace | Kansas City, MO 64153

| NWS CMS v2.0.3 | CMS Author: Dan Arnold | CMS last modified: July 9th 2009

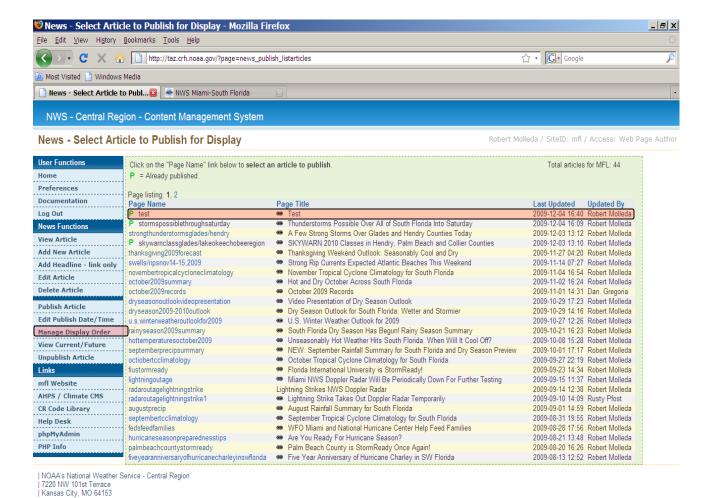
Done

10. Select the page name you assigned back in step 4.



11. Here is where you indicate the beginning and end time of the headline display. For headlines you want posted right away, leave the begin section alone. In the expiration section, select the appropriate end date/time. Then press the *Publish* button below the expiration section.

Done



12. The published article will now appear on the list with a green flag next to the page name. This means that the headline has been published. It normally takes about 5-10 minutes for the headline to appear on the web site. You can do an immediate check by going to our page on the Central Region server at http://www.crh.noaa.gov/mfl.

I NWS CMS v2.0.3

CMS Author: Dan Arnold CMS last modified: July 9th 2009

- 13. You will probably want to change the order in which the headlines are displayed. To do so, select *Manage Display Order* from the left hand menu and select *up* or *down* on the headlines in the following page to select the order you prefer. For hazardous weather or other big news, you would obviously want that headline to appear right at the top of the list.
- 14. Now you're pretty much done! If you want to make changes to a published article, such as changing the wording or the associated link, select *Edit Article* from the left hand menu and make any changes using steps 4-8 above. You can also "unpublish" an article by selecting the *Unpublish Article* option and deactivating the headline. After you're done with any edits, Log Out at the top of the left hand menu.

15. Going back up to Step 7, you can create an article using Microsoft Word and convert to a PDF which you can link to the headline. Converting Word .doc files to PDF can be done with the Microsoft Office 2007 suite.

After creating and naming a .doc file, go to the top left and click on the Windows logo, then point the cursor, BUT DO NOT CLICK, on *Save As*. A list of options will appear; from these you will select **PDF or XPS**. In the Save/Publish window, change directory to the **W: drive**, select the **001-RealTimeWebFolders** folder, and save the file in the **\images\news** folder. Name and save the file to this folder using .pdf extension.

To summarize: Save the .pdf file to the W:\001-RealTimeWebFolders\images\news folder.

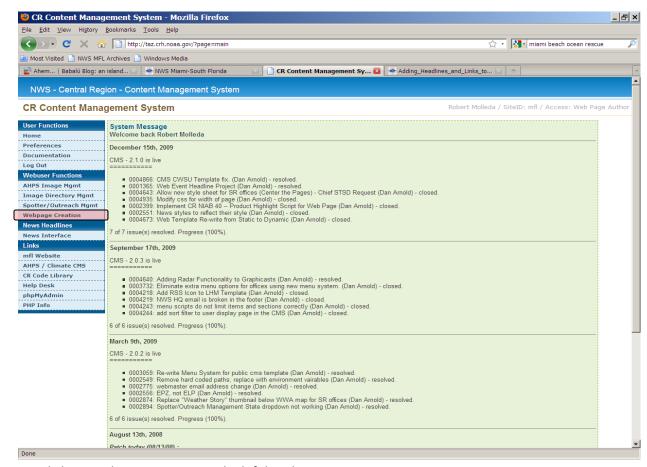
Back to Step 7, you're now ready to paste the URL. Every static page on the web has a URL of http://www.srh.noaa.gov/images/mfl/news

Add the file name you designated (including .pdf extension) to the end of the URL above. This is what you will place in the *Link URL* space.

IMPORTANT: when posting an .pdf article to the web, make sure you place the office header on top of the document. The file which has the standard office header is in the **W:\001-RealTimeWebFolders\images\news** folder under *template_for_web_statements_docx*. Copy the header and paste to the top of your article.

UPDATING CURRENT WEB PAGES

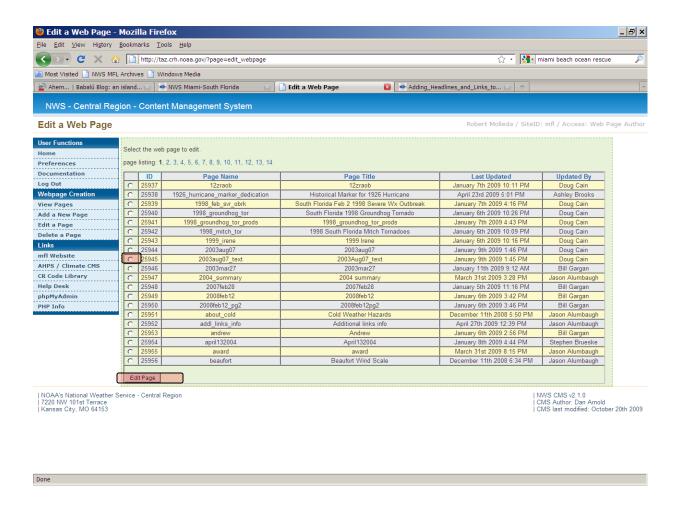
16. Make sure you're in the main CRS page by clicking on *Home* in the top left under *User Functions*.



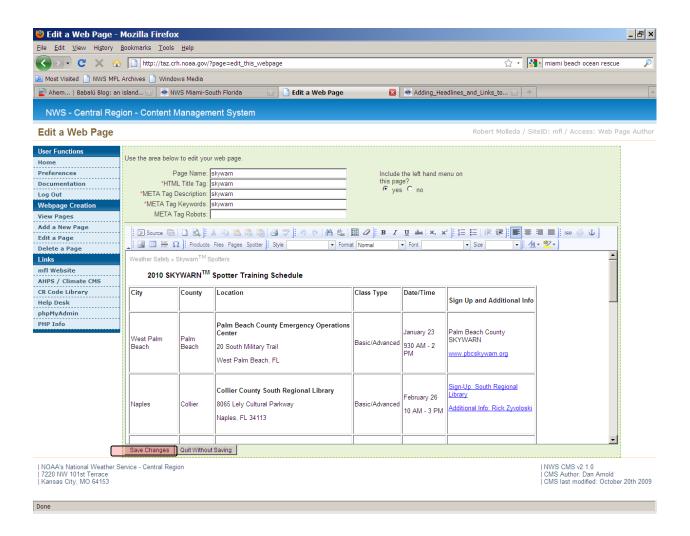
17. Click on Webpage Creation in the left hand menu.



18. Select Edit a Page.



19. Click on button to the left of the page you want to edit, then click on *Edit Page* at bottom left (**HINT**: to find the page you want to edit, click on *Page Name* in blue at the top to re-arrange in alphabetical order, then step through the pages until you find your page).



20. You can make any page edits right on the screen, and then press Save Changes.